

THE TULALIP TRIBES

Dental Clinic

Job Description

JOB TITLE: Dental Assistant Part Time

JOB NUMBER: TTT- 144-06

NOTE: Sections in box are minimum requirements that all applicants must have to be considered for this position. These requirements must be stated on your application form in order to be considered for this position.

The Tulalip Tribes publicly announces that Indian Preference in hiring shall apply to Tulalip Tribal job opportunities.

EDUCATION: (Please attach all required education documents with application; i.e., diploma, degrees, certificates, etc.)

- ☐ High School Diploma or GED required. (Please attach copy with application)
- ☐ Graduate from a State approved dental assisting program/or two years clinical experience. (Please attach all copy with application)

SKILLS:

- ☐ Skilled in four handed dentistry.
- ☐ Knowledge of all instruction normally used in routine dental procedures for restorative, prosthodontics, oral surgery, endodontics, and periodontal treatment.
- ☐ Knowledge of dental anatomy and ability to properly expose and process and mount radiographs film.
- ☐ Ability to explain to patients post operative instructions, preventive home care technique.
- ☐ Knowledge of Indian Health Service regulations and eligibility requirements, *preferred*.

EXPERIENCE:

- ☐ Experience working with Native American Population helpful.
- ☐ Two years experience of assisting in a dental office required.

OTHER REQUIREMENTS:

- ☐ Must have a current CPR certification. (Please attach copy with application)
- ☐ Have or willing to get Hepatitis vaccine, which will be offered by employer at no cost to employee.
- ☐ Must have a successful employment history with the Tulalip Tribes and/or other employers.

Physical Requirements Performed:

1. Must have the manual dexterity necessary for the operation of dental equipment and hand instruments
2. Stamina to stand or sit for extended periods of time, sometimes in a stooped position.
3. May be exposed to harmful radiation from X-ray machines.
4. May be exposed to infectious diseases, and should have a un-compromised immune system.

Tribal Department: Tulalip Dental Clinic

Job Summary: Support the dental team by performing a range of clinical, sterile, and clerical duties.

Employee Reports To: Chief Dentist and Dental Clinic Staff Supervisor.

Terms of Employment: This is a part time position requiring two (2) days per week.

Extend Of Job Authority: Chairside assisting, clinic maintenance and record keeping comprise a significant amount of work performed. This position facilitates the work of the dental teams, effects the attitudes of patients and increases the effectiveness of the dental teams.

Specific Duties Performed:

1. Performs chairside four-handed dentistry which encompass all routine dental procedures in general dentistry.
2. May be required to fill in for receptionist and schedule patient visits.
3. Records properly all treatment rendered to patients and retrieve and file dental charts accurately.
4. Responsible for cleaning, sharpening, packaging, and sterilizing all dental instruments and proper storage when not in use.
5. Prepares patient and operator for proper dental procedures, including setting up the proper instruments.
6. Responsible for proper exposure, processing and mounting of radiographic film.
7. Provides routine prophylaxis and topical fluoride treatment, as assigned by dentist.

8. Performs routine dental laboratory procedures, including pouring and rimming models, constructing custom trays, fabricating base plates and bit rims.
9. Relays to patient treatment instructions, as well as motivating and instructing patient in proper preventive techniques.
10. Maintain dental clinic in a clean and orderly manner.
11. Must use his/her own ingenuity to solve most routine problems. New and difficult assignments are to be accompanied by detailed instructions. Supervisor for further direction.
12. The ability to maintain confidentiality to all records, materials, and communications concerning the identity of clients.
13. Performs other related duties as deemed necessary.

Pay Range: \$15.44 per hour

Opening Date: December 5, 2006

Closing Date: December 21, 2006 @ 4:00 pm

Please return your completed application with required attachments, by the closing date and time, to the Tulalip Tribes Employment Office, located at 6103 31st Avenue N.E. Tulalip, WA 98271. Tulalip Employment hours Monday-Friday, 8:00 a.m. to 4:30 p.m. (360) 651-3686 or toll free 1 (800) 869-8287, ext. 3686